

YOKOHAMA National University
Infection Prevention Guidelines for In-person
Classes
(For Teachers)

Ver.4

September 8, 2022 Edition

Introduction

Even in the third year since the country's first case of COVID-19 was confirmed, the number of COVID-19 cases continues to remain high due to the new variant strain of the novel coronavirus. In YOKOHAMA National University, the HQ for Crisis Management and Alerting has played the central role in collecting information on the novel coronavirus in an integrated manner and promoted infection prevention measures throughout the university. In addition, we established the YNU Action Plans to Prevent the Spread of the Novel Coronavirus, and have asked students, teachers, and faculty members to act in accordance with these action plans.

It is still uncertain, however, whether we can tamp down the spread of infection despite of continued great efforts in 2022, including the thorough implementation of basic infection prevention measures and vaccination. Under these circumstances, in order to allow students to spend their university life centered on in-person classes more safely in the fall semester as well as the spring semester of 2022, we have partially modified the student version and the faculty version of the Infection Prevention Guidelines for In-Person Classes and will continue to conduct in-person classes on the premise that we will be able to obtain the full understanding and cooperation of students and faculty and staff.

Teachers should pay close attention to preventing the spread of the novel coronavirus in accordance with these guidelines. In addition to these guidelines, if there are other guidelines that respective departments, graduate schools, or institutions have put into place, check them thoroughly.

About the novel coronavirus disease (COVID-19)

1. What is COVID-19?

COVID-19 (SARS-CoV2) is one of the coronaviruses. In many cases, the infection causes fever, respiratory symptoms (cough, sore throat, nasal discharge, and nasal congestion), headache, fatigue, and initial symptoms that resemble those of flu or a common cold. Meanwhile, some people show no symptoms.

It is said that the virus can enter the mucous membrane, but it cannot enter healthy skin, and only attaches to its surface. The virus on surfaces will break over time. However, depending on the type of surface, it is said to remain infectious for about 24 to 72 hours.

Washing hands with running water alone is effective because it can wash away the virus. Handwashing with soap is more effective because it can break down the viral membrane. When washing hands, it is said that dirt tends to remain on the fingertips, between the fingers, wrists, and wrinkles in the hands. It is important to wash these areas carefully. When washing hands with water and soap is not possible, alcohol-based antiseptic can also make them non-infectious by breaking down the lipid membranes.

2. How does COVID-19 spread?

Infection occurs when droplets or aerosols containing the virus are inhaled from the mouth or nose, or by direct contact with an infected person's eyes, nose, or mouth.

Generally, infection occurs in close proximity within 1 meter. However, there is a risk of spreading infection in poorly ventilated or crowded rooms where people might stay for long periods of time since aerosols can remain in the air for longer than 1 meter,

It is also possible to become infected by touching something with the virus on its surface and then touching your eyes, nose, or mouth without washing your hands.

3. How long is it possible to be infected with COVID-19 from a person who has been exposed to it?

It is believed that COVID-19 can infect other people from 2 days before to 7-10 days after the onset of illness. In particular, there is a possibility of transmission even from asymptomatic pathogen carriers (those who have no symptoms but test positive) because viral shedding is high immediately before and after the onset of illness.

While it is thought that less than 20% of all cases of people infected with COVID-19 infecting others are due to COVID-19, conversation without a mask and Three Cs (closed spaces, crowded spaces, close-contact settings) are also risks for the spread of infection.

Assuming that being infected with COVID-19, it is important to practice actions to avoid infecting many people, such as refraining from unnecessary or hasty outings when you are not feeling well, wearing a mask when in contact with people, and meeting a person only who is usually close to you.

Wearing a mask has been shown to reduce the amount of virus inhaled by people who come in contact with infected people.

(Source: Q&A on Coronavirus Disease 2019 (COVID-19) for the Public by the Ministry of Health, Labour and Welfare)

https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou_iryuu/dengue_fever_qa_00001.html

People with underlying conditions, elderly, and pregnant women in these guidelines

Underlying conditions in these guidelines are (i) to (vii) below:

- ① Respiratory disease (chronic obstructive pulmonary disease [COPD], etc.)
- ② Chronic kidney disease
- ③ Diabetes
- ④ Cardiovascular disease, heart failure
- ⑤ High blood pressure
- ⑥ Diminished immune function (persons who are using immunosuppressants or anticancer drugs)

[For Teachers]

⑦ Obesity (BMI 30 or more)

- Elderly persons
- Pregnant women

COVID
-19

Thank you for your cooperation in Preventing the spread of COVID 19

2022 Edition

Please make sure to wear a mask, wash your hands, and avoid Three Cs (Close-contact settings, Crowded places, Closed places) even after vaccination.

Wear a mask properly!



- 1 Cover up to your nose so there are no open ends
- 2 Cover your chin and make sure a mask fits **against.. your face without gaps**

Always wear a mask when talking!

Important

- Not covering your nose× Covering only your chin×
- Don't touch the surface of the mask after wearing it
- Hold the strings when wearing and taking off the mask
- Use quality-certified, non-woven face mask

Frequently Wash and disinfect your hands!



When to wash and disinfect your hands:

- When touching items used by multiple people
- Before and after a meal
- After using public transportation

Important



Wash your fingertips, under your fingernails, between your fingers, and your wrists!

Aim for Zero C!



Avoid the 3 Cs!



Close-contact settings

- No mask×
- Speaking loudly×



Crowded places

- Large gatherings×
- Close distance×



Closed places

- Poor ventilation×
- Confined area×

▶ Refrain from going to workplace, school, and other places when you are not feeling well.

▶ Those who are unvaccinated are recommended to receive COVID-19 vaccinations.

1 Basic points

(I) Masks, hand washing, disinfection

- ☑ Wearing a mask (**non-woven mask**) is necessary for participation in classes and in situations where physical distance (2 meters or more) from others cannot be maintained. Prepare your own mask and bring extras, and wear it properly so that it covers from your nose to chin.
- ☑ When wearing a mask in summer when the temperature and humidity are high, make sure to drink water frequently to prevent heatstroke.
- ☑ Do not talk without a mask.
- ☑ Wash your hands frequently.
- ☑ There is a disinfectant at the entrance of each classroom. Disinfect your hands and fingers every time you enter or leave the room.
- ☑ When you cough or sneeze, cover your mouth and nose firmly using your mask, handkerchief, sleeve, or flexed elbow

(II) Temperature measurement and health management

- ☑ Take your temperature at home every day before coming to school.
- ☑ Check your health condition, and record your temperature and actions for the day.
- ☑ Keep the record by yourself for 14 days.
- ☑ If you are not feeling well, you are not allowed to enter the campus.
See “6. Measures to be taken in case of infection (including cases of suspected infection)” for more information.

(III) Distance between you and other people

- ☑ Maintain a distance of approximately two meters (at least one meter) from others.
- ☑ When having a conversation, always wear a mask (non-woven mask), avoid standing right in front of the other person, and take necessary precautions to prevent droplets.
- ☑ To avoid close contact in the classroom, seats for the required capacity space are secured. For example, in a one-way lecture style class where students speak little, a student takes a seat leaving a space on their left and right respectively (approximately 2/3 or less of the maximum capacity), while in a class where students speak, a student takes a seat leaving four seats vacant, front, back, left, and right, in a checkered pattern (approximately 1/2 or less of the maximum capacity).
- ☑ Avoid talking in a small space such as an elevator or a toilet where you cannot keep enough distance from people.

(IV) Daily health management and basic infection prevention measures

- ☑ Make sure your actions minimize your risk of infection. More importantly, be fully aware that you could infect others as a spreader (source of infection) because you may be asymptomatic (infected but not showing symptoms).
- ☑ Traveling beyond your area of residence may not only increase your risk of infection but could also spread infection. Furthermore, getting infected outside your area of residence would make it difficult to determine the source of infection. Therefore, exercise extreme caution when traveling beyond your area of residence for reasons other than traveling to work.
- ☑ As much as possible, avoid going to events or venues where people are talking to each other closely in a closed space with poor ventilation, regardless of the size of the events.
- ☑ To prevent infection, as with prevention measures against influenza, stay in good health by getting adequate sleep and nutrition, wear masks properly, wash your hands frequently with a soap, and disinfect your hands and fingers, as well as getting adequate sleep and nutrition to keep you in good health. If you are worried about your physical condition, call the YNU Health Service Center for consultation.
- ☑ The risk of infection from droplets has been identified outdoors as well. Wear masks even while outdoors if you are in close contact with other people. However, under conditions such as high heat and high humidity, the risk of heatstroke could become high, in which case, you may remove your mask outdoors as long as you are able to sufficiently distance yourself from others.
- ☑ When eating lunch or other meals, moku-shoku (silent eating) is the general rule, regardless of whether indoors or outdoors. When waiting in line at the cafeteria, maintain an appropriate distance and avoid conversation.
- ☑ Some people assume that eating and drinking outdoors has a lower risk of infection as it is not an enclosed space. However, it is said that the risk of infection when dining without masks is high even if it takes place outdoors. Even when eating outdoors, take the same infection prevention measures as when eating indoors. Also, do not drink in the streets (drinking alcohol in streets or other public spaces). Talking loudly causes droplets to spread more easily, thereby further increasing the risk of infection.
- ☑ Those who have been vaccinated also should continue to implement infection prevention measures.
- ☑ Keep in mind that some people feel uncomfortable about passengers talking loudly on public transportation even if they wear masks. Try to speak and behave in a temperate manner.

2. Classes

(1) Things to consider when conducting in-person classes

- ☑ After taking measures to prevent infection and creating a safe and secure environment on campus, in-person classes will be provided as much as possible for faculties.
- ☑ We need to consider individual circumstances of each case as much as possible for foreign students who are unable to enter Japan, students with underlying conditions (including family members living together), the elderly, pregnant women, and students with strong psychological anxiety for in-person classes (including family members living together). If we have an infected person on campus or if the situation of the spread of infection in the community worsens, in-person classes may be suspended and switched to remote classes. Therefore, preparations must be made to enable teachers to change in-person classes to remote classes.
- ☑ In the case of remote classes, an on-demand method is recommended in consideration of combining with in-person classes held on the same day. However, in the graduate schools, each department and faculty determines the teaching method based on the educational effects.
- ☑ In principle, in-person classes are conducted for foreign language courses (undergraduate English and first language study), health and sports courses, experiments, practical training, practical skills, and exercises.
- ☑ As a rule, liberal arts education courses for all students across departments (excluding foreign languages and health sports courses) are taught remotely, but some of these are taught face-to-face.
- ☑ For experiments, practical training, practical skills, and practicum, instruct the students to wipe and disinfect the items shared by multiple persons (tools and equipment) as needed.
- ☑ When participating in off-campus practical training, fieldwork, or internships, follow infection prevention measures stipulated by the facility.
- ☑ For the graduate schools, each department and faculty can determine the teaching method based on the educational effects.
- ☑ Term examinations and end-of-term examinations can be conducted face-to-face, even for on-demand remote classes. However, when conducting these examinations, consideration must be given, such as securing classrooms and checking for overlapping schedules, to students who cannot come to school.
- ☑ With regard to absence from classes in the case of infection with COVID-19, for the fall semester of 2022, as was the case in the spring semester, students will be treated as having not been absent from classes if they fall into any of the following:

- ① If the student is infected with COVID-19
- ② If the student is identified as having close contact with an infected person
- ③ If the student is not feeling well (6 III, 6 IV)
- ④ If the student is asked to stay at home by the university to prevent infection from spreading

☑ With regard to absences from classes for the purpose of obtaining the coronavirus vaccine, if students need to be absent on the day of the vaccination and the following day, these students will be considered not absent from classes as long as students take the necessary procedures. Furthermore, if students need to be absent even after the following day of the vaccination, they should consult the person in charge of school affairs for their affiliated department.

☑ For the fall semester of 2022, as was the case in the spring semester, of the teachers who have underlying conditions, are elderly, or are pregnant, those who are concerned about the increased risk of disease severity if infected can choose to effectively utilize remote teaching, after consideration by each department or faculty.

- ① Teachers who have underlying conditions, are elderly, or are pregnant
- ② Teachers who live with a person with underlying conditions, is elderly, or is pregnant

For the teachers who are anxious about having in-person lessons, and who have been asked by their family members not to have in-person lessons from anxiety, consideration will be given in accordance with the above.

(II) Use of classrooms

☑ There is a disinfectant at the entrance of each classroom. Disinfect your hands and fingers every time you enter or leave the room. (ICYMI)

☑ To avoid close contact in the classroom, seats for the required capacity space are secured. For example, in a one-way lecture style class where students speak little, a student takes a seat leaving a space on their left and right respectively (approximately 2/3 or less of the maximum capacity), while in a class where students speak, a student takes a seat leaving four seats vacant, front, back, left, and right, in a checkered pattern (approximately 1/2 or less of the maximum capacity). (ICYMI)

☑ The number of students should be determined from the viewpoint of ensuring ventilation capacity and one-meter distance in rooms that do not have a fixed capacity, such as laboratories. If it is unavoidable to approach within one meter during class, please implement thorough infection prevention measures such as wearing masks properly and not speaking loudly.

☑ There is a disinfectant at the entrance so that you can use to disinfect the desk, etc. We

clean door knobs, light switches, handrails, desks, and other areas that can be touched by multiple people at least once a day, but we cannot completely disinfect them. Please wash and disinfect your hands and fingers thoroughly.

- ☑ We have prepared a certain number of wired microphones with portable amplifiers even in small classrooms. Use these as needed. Disinfect the microphones before use.
- ☑ A transparent shielding board will be set on the teacher's desk in the classroom as needed. If you cannot secure two meters between you and students attending in-person classes, conduct the class through this shield. Wear a mask even in that case.
- ☑ Instruct the students to wear masks properly at the beginning of the class. (We will not ask you to confirm that all students are wearing one, but if you find a student who is not wearing it properly, ask to wear it properly.)
- ☑ Ventilation should be done by opening two windows facing in two directions at the same time at all times if the weather permits, or frequently when it is difficult (open them fully at least once every 30 minutes for several minutes).
 - ① Method of constant ventilation (natural ventilation)

Always ventilate as much as possible if the weather permits. Efficient ventilation is possible by opening windows, diagonally opposite each other, such as on the corridor side and window side. As for the width to open the windows, 10 to 20 cm is considered to be as rough indication, and small windows above and transoms on the corridor side may be fully opened. It is also necessary to open the corridor windows.
 - ② When it is difficult to ventilate at all times

If constant ventilation is difficult, open the windows fully frequently (at least once every 30 minutes) for several minutes.
- ☑ Classrooms in lecture buildings have sufficient ventilation capacity of 30 cubic meters per person per hour, which meets the requirement by the Ministry of Health, Labour and Welfare.
- ☑ If the sound of the ventilation fan is loud and it interferes with the class, you can stop the ventilation fan. In that case, open the door and the window to ventilate at all times. Also, turn on the ventilation fan after the class.
- ☑ In the PC classroom, a disinfectant is installed near the entrance. Users should thoroughly disinfect their hands and fingers by themselves.

(III) Use of gymnasium and grounds

- ☑ Persons who have a fever or are in poor physical condition cannot participate.
- ☑ Wash your hands and disinfect your fingers thoroughly before, during, and after activities.

- ☑Wear a mask when you are not exercising.
- ☑When teaching physical education in gymnasium or on a school ground, conduct a class with as few students as possible and with adequate distance kept between them, while reducing the risk of infection as much as possible.
- ☑When performing physical education indoors such as in the gymnasium, we keep doors and windows open to ventilate.
- ☑Don't let students to share sports gear with others if it is not necessary.
- ☑Students should avoid during a class unnecessary conversations, speaking in a loud voice, touching bodies of others, sharing drinks or towels, spitting, or touching their faces with hands that also touch shared equipment.
- ☑When changing clothes, avoid Three Cs (closed spaces, crowded spaces, close-contact settings) and keep conversations to a minimum.
- ☑Change your clothes quickly in the changing room and keep your time in the room to a minimum.
- ☑Enter the information such as staff ID number and hours of stay using the QR code posted on the entrance. In order to prevent the spread of infection in the university, enter such information every time you enter the room.

3 Cafeterias, lunch

- ☑Wash or disinfect your hands thoroughly before and after meals.
- ☑When eating lunch or other meals, “moku-shoku (silent eating)” is the general rule, regardless of whether indoors or outdoors. Wear a mask except while eating.
- ☑Leave the cafeteria as soon as you finish eating.
- ☑Leave a space when you line up. Entry to the cafeterias may be restricted if it is crowded.
- ☑Use cashless payment instead of cash as much as possible.
- ☑You cannot use the cafeterias if you have a fever or feel ill.
- ☑Avoid using the cafeterias at peak congestion times (around 12:00–13:00) so that students can use the cafeterias.
- ☑Enter the information such as staff ID number and hours of stay using the QR code posted at the entrance. In order to prevent the spread of infection in the university, enter such information every time you enter the room.

4. Libraries

- ☑Wear a mask properly in the libraries even if there is no one around.
- ☑Disinfect your hands and fingers when you enter or use the automatic lending machine.
- ☑Seats for reading and online classes are kept at least one meter away from the seats next to each other to avoid close contact.

- ☑ We regularly disinfect the reading seats, OPAC, and copy machines, but some equipment cannot be disinfected because it may cause malfunction. Wash and disinfect your hands before and after using equipment.
- ☑ You can extend the rental period without visiting the library through the library portal service My Library. Please make use of it.
<https://opac.lib.ynu.ac.jp/portal/>
- ☑ Refrain from touching any books that you do not plan to borrow.
- ☑ A book sterilizer is installed for users to utilize it freely.
- ☑ In order to prevent heat stroke and dry throat, we allow you to drink water in the buildings. When you bring it in, make sure to put it in an airtight container. After touching the bookshelves and footstool, wash hands and disinfect before drinking.
- ☑ Check the library website for the latest information.
<https://www.lib.ynu.ac.jp/>
- ☑ Enter the information on the location of your seat (including staff ID number and hours of stay) using the QR code stuck on the desk. In order to prevent the spread of infection in the university, enter such information every time you take a seat.

5 Other

(I) Dining with other people

- ☑ Refrain from having drinking parties or dining with conversation

6 Measures to be taken in case of infection (including cases of suspected infection)

(I) Infection

- ☑ Teachers and faculty members who are diagnosed with COVID-19 should call the Health Service Center (045-335-1518, weekdays 9:00–17:00) to report their diagnosis. In such case, you are required to stay home according to the university's work regulations. The stay home period will be until the disease is cured (for at least 7 full days from the day following the date of onset of symptoms and until 24 hours after the resolution of symptoms. In case of asymptomatic infection, until 7 days have elapsed from the day following the date of PCR test). Before returning to work, inform the YNU Health Service Center of your completion of treatment or recovery.

(II) Close contact

- ☑ Teachers and faculty members who are identified as having close contact with an infected person should call the Health Service Center (045-335-1518, weekdays 9:00–17:00) to report as such. In such case, you are required to stay home according to the university's work regulations. The stay home period will be 5 days from the following day of the date of the last close contact with the infected person.

(III) Severely ill, but not fall into I or II

- ☑ If you have any of the following heavy symptoms such as difficulty breathing (dyspnea), significant weariness (fatigue), or high fever, or prolonged symptoms of a relatively mild cold such as fever or cough, call the nearest Local Government Call Center for instructions or consult a medical institution with fever outpatient services that provides PCR or other tests. If you choose to visit a medical institution, you should avoid contact with others, wear a mask, contact and consult the institution in advance, and promptly receive medical attention. And tell the result of the medical examination to the Health Service Center. If you have these symptoms, you will be asked to stay at home according to the university's work regulations. The stay home period will be for at least 3 days from the day the symptoms disappear

(IV) Slightly ill, but not fall into III

- ☑ If your current health condition does not fall into any of the conditions set forth in III above and have mild cold symptoms, you should take rest for recuperation at home.

YNU Action Plans to Prevent the Spread of the Novel Coronavirus (Ver. 3.2)

- The phases and accompanying action plans are general guidelines for reference only. Actions will be determined based on comprehensive assessment of infection status, and national and local government policies and requests.
 - All overseas travel shall be in accordance with notifications issued by relevant ministries and agencies.
 March 10, 2022

Phase	Educational Activities	Research Activities	On-Campus Meetings	Administrative Services	Entering the Campus, Holding Events, etc.	Affiliated Schools
0 (Normal)	- Carry out activities in a normal way.	- Carry out activities in a normal way.	- Carry out activities in a normal way.	- Carry out activities in a normal way.	- Carry out activities in a normal way.	- Carry out activities in a normal way.
1	- In principle, offer classes in person as usual, paying attention to the prevention of the spread of COVID-19. - May implement extracurricular activities, paying attention to the prevention of the spread of COVID-19. <div>[About on-site survey] In principle, overseas on-site surveys are prohibited in a country or territory designated as Infectious Disease Risk Information Level 2 or above by the Ministry of Foreign Affairs of Japan. On-site surveys in Japan will be conducted while paying attention to the action guidelines of the central and local governments and partners as well as measures to prevent the spread of COVID-19.</div>	- Implement activities as usual, paying attention to the prevention of the spread of COVID-19.	- Implement activities as usual, paying attention to the prevention of the spread of COVID-19.	- Implement activities as usual, paying attention to the prevention of the spread of COVID-19.	- Implement activities as usual, paying attention to the prevention of the spread of COVID-19.	<Common items> - Take basic measures to prevent the spread of COVID-19 and restrict students from eating together at lunch when necessary. <Educational and research activities> - Explore the possibility of conducting educational activities through the internet and utilize online educational activities (classes) depending on the situation, apart from hands-on learning. - Carry out all activities including extracurricular activities in accordance with the guidelines of the Ministry of Education, Culture, Sports, Science and Technology (MEXT). - Hold research presentations only with a small number of participants in person, including lecturers and advisers, and explore the possibility of holding online presentations. <Events> - Decide whether to hold entrance and graduation ceremonies after taking appropriate measures, such as shortening the time frame and limiting the number of parents and guardians attending these ceremonies. - Decide whether to hold sports festivals, athletic meets, or classroom visitations after taking appropriate measures, such as shortening the time frame, having attendees in smaller groups, and staggered attendance at these events by parents and guardians. - Regarding events with accommodation, decide whether to hold such events, according to the guidelines of MEXT, based on explanation to and consent from parents and guardians after taking utmost measures to prevent infection in cooperation with travel agencies and other relevant parties. <School management> - Run short staff meetings with carefully selected agenda items. Utilize online meetings depending on the situation.
1.5	- In-person classes are allowed only when measures to prevent the spread of COVID-19 have been taken. (Be ready to switch to online classes at any time.) - Extracurricular activities are allowed only to extracurricular activities groups that have submitted a written plan, etc. required by the university. <div>[About on-site survey] In principle, overseas on-site surveys are prohibited in a country or territory designated as Infectious Disease Risk Information Level 2 or above by the Ministry of Foreign Affairs of Japan. On-site surveys in Japan are based on the action guidelines of the central and local governments and partners. The department director will make a final decision on whether to conduct a survey after taking the greatest possible measures to prevent the spread of COVID-19 and filing notification with the university.</div>	- Activities on campus are allowed as usual after taking measures to prevent the spread of COVID-19.	- Run short meetings with carefully selected agenda items, taking measures to prevent the spread of COVID-19. - Make effective use of online meetings.	- Give consideration to staff's commuting to work, with attention paid to the prevention of the spread of COVID-19. - Provide services at reception desks, taking measures to prevent the spread of COVID-19.	- Entry to the campus is allowed, but attention should be paid not to spread infection. - Events involving students will be implemented after measures to prevent the spread of COVID-19 are taken. - Events involving dining are prohibited. - Online events are recommended. - A decision will be made on whether to rent campus facilities to outside groups or hold events gathering those not associated with the university, after confirming that measures to prevent the spread of COVID-19 have been implemented.	- Run parents' meetings by having attendees in smaller groups and shortening the duration of meetings after thorough consideration of the necessity of face-to-face meetings. <Teaching practicum and teaching practice> - Provide student teachers with sufficient prior guidance for preventing the spread of COVID-19 and follow instructions from local governments and school principals. (Example: reducing the period of elementary school teaching practicum to three weeks)
2	- While classes must be offered online as a rule, in-person classes are available wherever possible to meet educational needs by taking the greatest possible measures to prevent the spread of COVID-19, such as shortening class time and having attendees in smaller groups. - Extracurricular activities are allowed only to extracurricular activities groups that have submitted a written plan, etc. and obtained approval. <div>[About on-site survey] On-site surveys outside the university are prohibited in principle.</div>	- Online activities are strongly recommended. - Activities on campus may be implemented by taking the greatest possible measures to prevent the spread of COVID-19, such as shortening the duration of those activities and having participants in smaller groups.	- Run short meetings with carefully selected agenda items, taking the greatest possible measures to prevent the spread of COVID-19. - Online meetings are recommended.	- Give consideration to staff's commuting to work, including staggered working hours. - Reduce services at reception desks. - The services that are considered necessary in particular continue to be provided in person, taking the greatest possible measures to prevent infection.	- Put restrictions on entry to the campus by students and those not associated with the university. - Events are held online as a rule, except for those considered essential for students' graduation or completion of degree. - Decide whether to hold face-to-face events after checking the greatest possible measures having been taken to prevent the spread of COVID-19, such as shortening the duration of those events and having attendees in smaller groups. - Events involving dining are prohibited. - The rental of campus facilities to outside groups and events gathering those not associated with the university will be suspended or postponed.	<Common items> - Shorten classes, implement staggered school hours and staggered attendance, taking the greatest possible measures to prevent the spread of COVID-19. <Educational and research activities> - Online educational activities (classes) will be mainly conducted by utilizing PCs, apart from hands-on learning. - Events and other activities will be postponed or suspended. The holding of entrance/graduation ceremonies will be considered on condition of shortening the time frame, having attendees in smaller groups, and limiting the number of attendees as much as possible. <School management> - Staff meetings will be held online in principle. Parents' meetings will be postponed or suspended. <Practice teaching> - Online guidance for trainees will be considered.
3	- Classes should be conducted online only. - All extracurricular activities will be suspended. <div>[About on-site survey] On-site surveys are prohibited in principle.</div>	- Meetings should be held online in principle. - Research activities will be suspended in principle, except for minimum activities required to maintain laboratory equipment on campus.	- Meetings should be held online as a rule.	- Limit the number of staff coming to work. - In principle, services at reception desks will be suspended.	- In principle, students and those not associated with the university may not enter the campus. Graduate students who need to maintain laboratory equipment and other instruments may enter campus by submitting an application. - Faculty and staff members may enter the campus by sharing work. - Events will be postponed or suspended. Online events may be held where possible. - The rental of campus facilities to outside groups will be suspend or postponed.	<Common items> - Shorten classes, implement staggered school hours and staggered attendance, taking the greatest possible measures to prevent the spread of COVID-19. <Educational and research activities> - Online educational activities (classes) will be mainly conducted by utilizing PCs, apart from hands-on learning. - Events and other activities will be postponed or suspended. The holding of entrance/graduation ceremonies will be considered on condition of shortening the time frame, having attendees in smaller groups, and limiting the number of attendees as much as possible. <School management> - Staff meetings will be held online in principle. Parents' meetings will be postponed or suspended. <Practice teaching> - Online guidance for trainees will be considered.
4	- Same as Phase 3 (Online classes from the campus are prohibited). <div>[About on-site survey] On-site surveys are prohibited in principle.</div>	- All on-campus research activities by students are prohibited. - Phase 3 applies to faculty members.	- Online meetings only.	- Only conduct work that is considered essential from the viewpoint of business continuity, with the minimum number of personnel working on a rotating basis.	- Students and those not associated with the university may not enter the campus. - The holding of events and the rental of campus facilities to outside groups are prohibited. - Faculty and staff members may enter the campus for a short time to conduct only work that is considered essential from the viewpoint of business continuity.	- Close the schools temporarily according to the MEXT guidelines (pupils and students are restricted to attend schools). - Implement online classes and other forms of online learning. - Faculty and staff members may enter the campus for a short time conduct any work considered essential from the viewpoint of business continuity.

I-(1) In case of infection

Teachers and faculty members who are infected

- You will receive notification that you have become infected. (Immediately report to the Health Service Center.)
- Stay home until cured (for at least 7 full days from the day following the date of onset of symptoms and until 24 hours after the resolution of symptoms. In case of asymptomatic infection, until 7 days have elapsed from the day following the date of PCR test).



Contact the Health Service Center: 045-335-1518 (Weekdays 9:00–17:00)

- Teachers and faculty members who are diagnosed with COVID-19 should report their diagnosis by telephone.



HQ for Crisis Management and Alerting, Your Department

- HQ for Crisis Management and Alerting and your department will work together, share information, and handle the situation.

I-(2) Resumption of work after becoming infected

Cured teachers and faculty members

- The stay home period is until you are cured (for at least 7 full days from the day following the date of onset of symptoms and until 24 hours after the resolution of symptoms. In case of asymptomatic infection, until 7 days have elapsed from the day following the date of PCR test).



Contact the Health Service Center: 045-335-1518 (Weekdays 9:00–17:00)

- Call to let them know that you are cured or finished your medical treatment.



HQ for Crisis Management and Alerting, Your Department

- HQ for Crisis Management and Alerting and your department will work together and share information.

II-(1) In case of close contact with infected persons

Teachers and faculty members with close contact

- You are identified as having close contact with an infected person. (Immediately report to the Health Service Center.)
- You are restricted from work for 5 days from the day following the date of the last close contact with the infected person.
(Check and record physical condition every day.)
- Receive PCR or other tests in accordance with instructions from public health centers.
- Go to "In case of infection" if PCR or other tests result is positive.



Contact the Health Service Center: 045-335-1518 (Weekdays 9:00–17:00)

- Teachers and faculty members who are identified as having close contact with an infected person should report it by telephone.



HQ for Crisis Management and Alerting, Your Department

- HQ for Crisis Management and Alerting and your department will work together, share information, and handle the situation.

II-(2) Resumption of work after having close contact with an infected person

Teachers and faculty members who have spent 5 days from the day following the date of the last close contact with an infected person.

- You are restricted from work for 5 days from the day following the date of the last close contact with the infected person.



Contact the Health Service Center: 045-335-1518 (Weekdays 9:00–17:00)

- Teachers and faculty members should contact on the last day of the work restriction period by telephone.



HQ for Crisis Management and Alerting, Your Department

- HQ for Crisis Management and Alerting and your department will work together and share information.

III-(1) In case of feeling ill

Teachers and faculty members who are severely ill

- You have severe symptoms such as difficulty in breathing (dyspnea), weariness (fatigue), or high fever.
- Your symptoms tend to become severe and you have relatively mild cold symptoms such as fever and cough.
- You continue to have relatively mild symptoms (especially more than four days) such as fever and cough.
- Restriction of work



The nearest Local Government Call Center

- Check your local government web page for phone numbers.
Ex: Yokohama city, 045-550-5530 (available 24 hours)

or

A medical institution with fever outpatient services that provides PCR or other tests

- Consult a medical institution



Contact the Health Service Center 045-335-1518

Weekdays 9:00–17:00

- Report the results from the medical institution.



Teachers and faculty members who are slightly ill

- Mild symptoms other than severe symptoms
- Rest and heal at home.



Your department

- Contact the person in charge of the general affairs of your department.

HQ for Crisis Management and Alerting, Your Department

- HQ for Crisis Management and Alerting and your department will work together, share information, and handle the situation.
- Go to "In case of infection" if PCR or other tests result is positive.

III-(2) Resumption of work after recovery from illness

Teachers and faculty members who were severely ill

- The work restriction period will last up to three days from the day the symptoms disappear.



Contact the Health Service Center
045-335-1518

Weekdays 9:00–17:00

- Teachers and faculty members should contact on the last day of the work restriction period by telephone.



HQ for Crisis Management and Alerting,
Your Department

- HQ for Crisis Management and Alerting and your department will work together and share information.

Teachers and faculty members who were slightly ill

- Your symptoms disappear.



Your department

- Contact the person in charge of the general affairs of your department.